# **Family Health Services Division**

# **Finance Committee Meeting Agenda**

# **MEETING AGENDA**

July 28, 2021 1:30PM-2:30PM Virtual MS Teams Meeting: FHS Finance Committee +1 323-457-3408 United States, Los Angeles (Toll) Conference ID: 205 636 365#

# Members/Guests Invited:

Tess Lapira (Chair), Janine Harris, Barbra Barbeau, Nina Delmendo, Jannett Alberg, Debbie Vaughn, Bela Matyas, Toya Adams, Anna Mae Gonzales-Smith, Sneha Innes, Michele Leary, Jack Nasser, Rebekah Kim, Ruth Forney, Brandon Wirth, Tracee Stacy, Jim Jones, Gerald Hase, Michael Brown, Anthony Lofton, Katrina Morrow, Robert Wieda, Miriam Johnson, Sandra Whaley

- 1) WELCOME
- 2) May 26, 2021 Meeting Minutes
  - a. Corrections and Approval
- 3) Review Prior Meeting Action Items
  - a. None
- 4) Encounter Reports: Presented by Janine Harris
  - a. Total Encounters, including target encounters
  - b. Medical Encounters
  - c. Mental Health Encounters
  - d. Dental Encounters
  - e. Encounters by Payer Mix
- 5) Denied Claims: Presented by Barbra Barbeau
  - a. Denied Claims Report
- 6) Financial Reports: Presented by Nina Delmendo and Jannett Alberg
  - a. Preliminary Actual Revenues & Expenditures for FY 2020/2021
  - b. FY 2021/2022 Final Adopted Budget
  - c. FY 2021/2022 Contracts
- 7) Open Discussion
  - a. Status on OHC/Private Insurance project

# 8) Next Meeting & Deadline for Submitting Agenda Items

- a. Deadline for submitting agenda items to be included in next meeting: 08/18/2021
- b. Next meeting: 08/25/2021

# **Family Health Services Division**

# **Finance Committee Meeting Minutes**

## **MEETING AGENDA**

May 26, 2021 1:30PM-2:30PM Virtual MS Teams Meeting: FHS Finance Committee Dial: 1-323-457-3408 Conference ID: 389 672 629#

### **Members/Guests Present:**

Janine Harris, Barbra Barbeau, Ruth Forney, Jim Jones, Michele Leary, Rebekah Kim, Nina Delmendo, Anna Mae Gonzales-Smith, Toya Adams, Gerald Hase, Michael Brown

**Members/Guests Absent:** Tess Lapira (Chair), Bela Matyas, Debbie Vaughn, Sneha Innes, Jannett Alberg, Tracee Stacy, Jack Nasser, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Miriam Johnson, Sandra Whaley

- 1) WELCOME
- 2) April 28, 2021 MEETING MINUTES
  - A. Corrections and Approval-Approved (Barbra Barbeau Motion Toya Adams second)

### 3) Review Prior Meeting Action Items

A. SIMI Group Contract Overview – Presented an illustration of the SIMI Group contract. Discussed services SIMI provides to FHS vs. Public Health. Gerald Hase asked how we can add the Patient Satisfaction Survey to the contract. Janine Harris explained a contract amendment would need to be done but that we need to review options for the survey first to see if amending this contract is the best option. Jim Jones expressed his concern about the effectiveness of the prior survey and how the survey was conducted in 2019. Concerns were noted and will be considered when determining how to proceed with the survey in the future.

### 4) Encounter Reports: Presented by Janine Harris

- A. Encounter Reports Presented
  - 1. Total FQHC Encounters: July 2020-April 2021
  - 2. Medical FQHC Encounters: July 2018-April 2021
  - 3. Mental Health FQHC Encounters: July 2018-April 2021
  - 4. Dental FQHC Encounters: July 2018-April 2021
  - 5. Payer Mix
    - Approved/Paid encounters by payer mix discussed. Medi-Cal & Medi-Medi are typically paid at the encounter/PPS rate, Medicare Only is paid at the Medicare rate, Private Insurance is paid at a reduced rate based on what the insurance company pays.
    - Pending claims have not been through the full cycle yet.

#### 5) Denied Claims: Presented by Barbra Barbeau

- A. Denied Claims
  - 1. Discussed reasons for denied claims, including same day services, services not billable to Medicare, private insurance, patients not assigned to Family Health Services, and coding errors. Denial rates are less than 1%.

#### 6) Financial Reports: Presented by Nina Delmendo and Janine Harris

- A. California Primary Care Association (CPCA) Billing Manager and CFO Conference session overview: verbal update on sessions including Alternative Payment Methodology (APM), grant reporting and audits.
  - 1. APM changes the payment methodology for FHS, provided an overview of the session
  - 2. Federal Audits, credentialing, reporting requirements, and billing/coding/telehealth session brief overview
  - 3. Will be sending out links to the YouTube sessions and encouraged everyone who is interested in watching to watch the sessions and bring back any questions they might have.
  - 4. Ruth Forney asked if FHS is a member of CPCA to get the discounted pricing. Janine Harris explained that CPCA gave FHS the member pricing, but FHS cannot be a member since we are local government and not eligible to become a member.
- B. Supplemental Adjustments to the FY21/22 Budget
  - 1. Nina Delmendo reviewed the items in the Supplemental Budget, including approximately \$200,000 in ECT grant, \$2.37M in American Rescue Plan Act grant, and filling 2 positions (OAII and Supervising Physician). The increases in grant funding reduced the clinics projected deficit, which reduced the projection for Realignment.
- C. Board of Supervisors Budget Hearings are scheduled for the end of June 2021, so the next Finance Committee meeting will be on July 28, 2021. June's Finance Committee will be cancelled.

# **Family Health Services Division**

# **Finance Committee Meeting Minutes**

## 7) Verbal update on American Rescue Plan Act (ARPA) Grant (through HRSA) - \$3.8M

- A. Nina Delmendo reviewed the ARPA grant spending plan and budget. Over 90% of the \$3.8M is budgeted to be spent on existing salaries and benefits. Other items include the NextGen Cloud, consultant for the next Operational Site Visit, and Uber Health.
  - 1. Jim Jones asked for the new bottom line or deficit and the impact on Realignment. Nina offered to calculate that and get back to the group on the revised amount.
  - 2. Ruth Forney asked if the salaries and benefits would be for new staff or existing staff. Janine Harris and Nina Delmendo explained the salaries and benefits are for existing staff, not new staff.

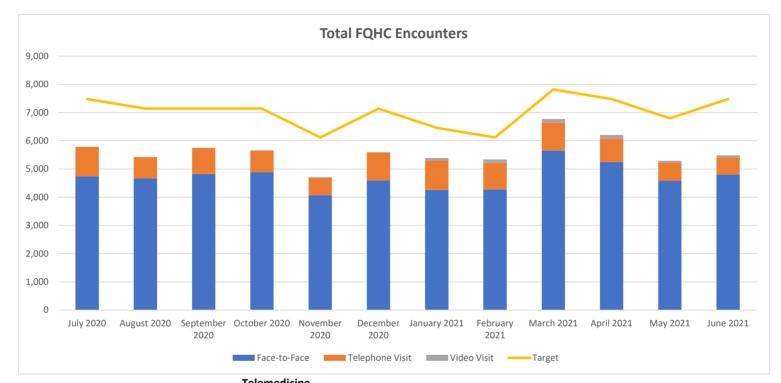
#### 8) Open Discussion

A. Jim Jones shared that he was able to download the materials from the encrypted messages so no need to mail hard copies. Janine Harris will work on determining the process to send the agenda and emails unencrypted to ensure future meetings and agendas are sent in a format that the board can easily read and access.

#### 9) NEXT MEETING & DEADLINE FOR SUBMITTING AGENDA ITEMS

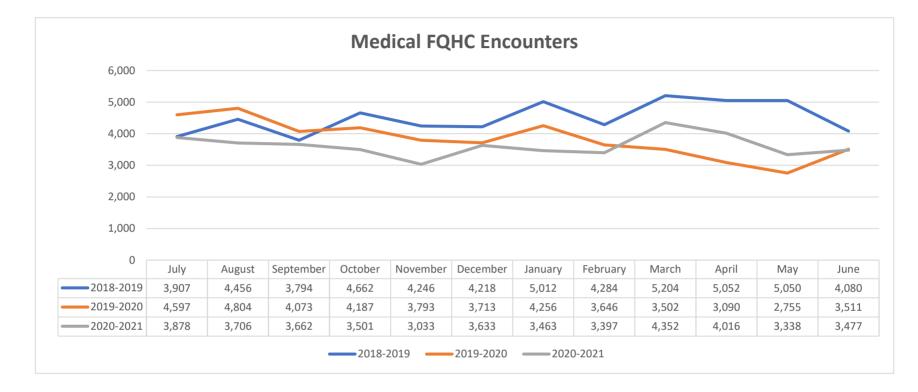
- A. Deadline for submitting agenda items for next meeting: 07/22/2021
- B. Next meeting: 07/28/2021

#### SOLANO COUNTY HEALTH AND SOCIAL SERVICES FAMILY HEALTH SERVICES Total FQHC Encounters July 2020 - June 2021

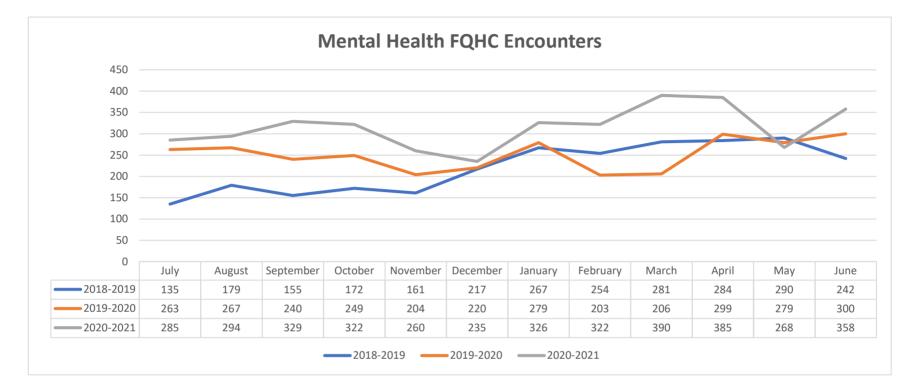


Telemedicine						
Face-	Face-to-Face	Telephone Visit	Video Visit	<b>Total Encounters</b>	Target	Difference
4,	4,745	1,041		5,786	7,480	(1,694)
4,	4,670	754		5,424	7,140	(1,716)
4,	4,818	932		5,750	7,140	(1,390)
4,	4,886	774	1	5,661	7,140	(1,479)
4,	4,071	635		4,706	6,119	(1,413)
4,	4,601	993	5	5,599	7,140	(1,541)
4,	4,260	1,041	93	5,394	6,460	(1,066)
4,	4,282	940	116	5,338	6,119	(781)
5,	5,661	991	121	6,773	7,820	(1,047)
5,	5,250	840	117	6,207	7,480	(1,273)
4,	4,584	652	55	5,291	6,800	
4,	4,808	606	71	5,485	7,480	
56	56,636	10,199	579	67,414	84,318	(13,400)
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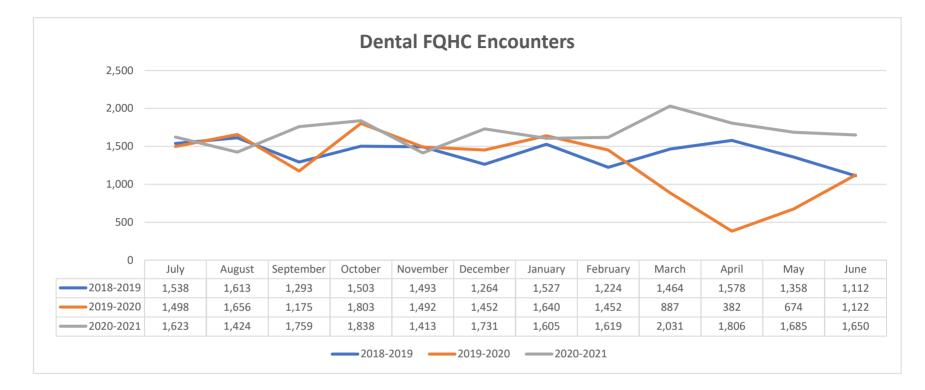
# SOLANO COUNTY HEALTH AND SOCIAL SERVICES FAMILY HEALTH SERVICES Total MEDICAL FQHC Encounters July 2018 - June 2021



SOLANO COUNTY HEALTH AND SOCIAL SERVICES FAMILY HEALTH SERVICES Total MENTAL HEALTH FQHC Encounters July 2018 - June 2021



# SOLANO COUNTY HEALTH AND SOCIAL SERVICES FAMILY HEALTH SERVICES Total DENTAL FQHC Encounters July 2018 - June 2021

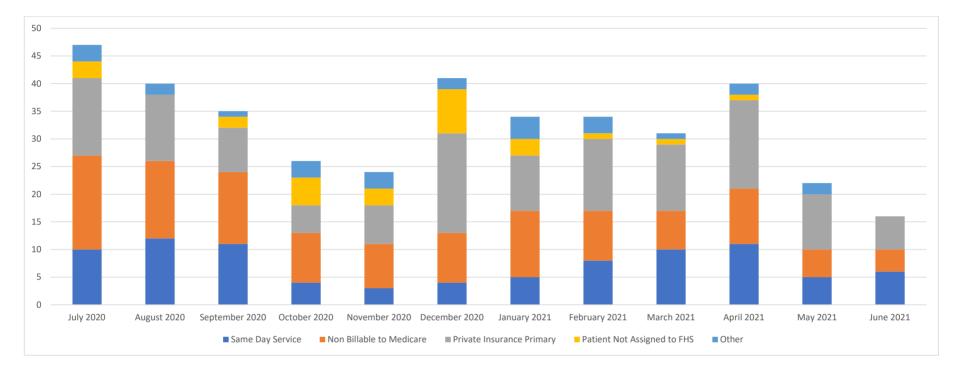


#### SOLANO COUNTY HEALTH AND SOCIAL SERVICES FAMILY HEALTH SERVICES Encounter Status by Payer Mix July 2020 - June 2021



		Approved/Paid					
	Medi-Cal &	Medicare	Private	Self-Pay/			Total
	Medi-Medi	Only	Insurance	Uninsured	Denied	Pending	Encounters
July 2020	5,189	79	43	428	47	0	5,786
August 2020	4,891	57	30	404	40	2	5,424
September 2020	5,187	76	37	414	35	1	5,750
October 2020	5,130	83	36	382	26	4	5,661
November 2020	4,291	58	17	316	24	0	4,706
December 2020	5,054	71	20	408	41	5	5,599
January 2021	4,830	84	14	428	34	4	5,394
February 2021	4,873	69	18	335	34	9	5,338
March 2021	6,140	87	13	464	31	38	6,773
April 2021	5,558	95	16	401	40	97	6,207
May 2021	4,144	46	13	353	22	713	5,291
June 2021	1,166	40	6	335	16	3,922	5,485
YTD Total	56,453	845	263	4,668	390	4,795	67,414
	83.7%	1.3%	0.4%	6.9%	0.6%	7.1%	-

#### SOLANO COUNTY HEALTH AND SOCIAL SERVICES FAMILY HEALTH SERVICES Denied Encounters July 2020 - June 2021



					Denials						
	Total	Same Day	Non Billable to	Private	Patient Not		Total Denied	Denial	Encounters	Self-Pay /	Claims
	Encounters	Service	Medicare	Insurance	Assigned to FHS	Other	Claims	Rate	Paid	Uninsured	Pending
July 2020	5,786	10	17	14	3	3	47	0.81%	5,311	428	0
August 2020	5,424	12	14	12	0	2	40	0.74%	4,978	404	2
September 2020	5,750	11	13	8	2	1	35	0.61%	5,300	414	1
October 2020	5,661	4	9	5	5	3	26	0.46%	5,249	382	4
November 2020	4,706	3	8	7	3	3	24	0.51%	4,366	316	0
December 2020	5,599	4	9	18	8	2	41	0.73%	5,145	408	5
January 2021	5,394	5	12	10	3	4	34	0.63%	4,928	428	4
February 2021	5,338	8	9	13	1	3	34	0.64%	4,960	335	9
March 2021	6,773	10	7	12	1	1	31	0.46%	6,240	464	38
April 2021	6,207	11	10	16	1	2	40	0.64%	5,669	401	97
May 2021	5,291	5	5	10	0	2	22	0.42%	4,203	353	713
June 2021	5,485	6	4	6	0	0	16	0.29%	1,212	335	3,922
-	67,414	89	117	131	27	26	390		57,561	4,668	4,795

CATEGORY

Subobject Description

### FY 2021/22 Budget

	EXPENDITURES	
1000	SALARIES AND EMPLOYEE BENEFITS	
0001110	SALARY/WAGES REGULAR	13,950,071.00
0001121	SALARY/WAGES-EXTRA HELP	328,988.00
0001131	SALARY/WAGES OT/CALL-BACK	46,250.00
0001142	SALARY/WAGES STANDBY PAY	63,500.00
0001210	RETIREMENT-EMPLOYER	3,903,522.00
0001211	PARS RETIREMENT-ER	12,207.00
0001212	DEFERRED COMP-COUNTY MATCH	10,530.00
0001213	OPEB COSTS	277,288.00
0001220	FICA-EMPLOYER	988,121.00
0001230	HEALTH INS-EMPLOYER	2,382,030.00
0001231	VISION CARE INSURANCE	25,295.00
0001240	COMPENSATION INSURANCE	395,921.00
0001241	LT DISABILITY INSURANCE ER	8,656.00
0001250	UNEMPLOYMENT INSURANCE	45,845.00
0001260	DENTAL INS-EMPLOYER	159,726.00
0001270	ACCRUED LEAVE CTO PAYOFF	80,114.00
0001290	LIFE INSURANCE-EMPLOYER	19,042.00
0001999	SALARY SAVINGS	(2,411,991.00)
1000	SALARIES AND EMPLOYEE BENEFITS	20,285,115.00
2000	SERVICES AND SUPPLIES	
0002021	COMMUNICATION-TELEPHONE SYSTEM	116,529.00
0002022	COMMUNICATION-TELEPHONE AMC	19,168.00
0002025	CELLULAR COMMUNICATION SERVICE	15,660.00
0002026	CELL PHONE ALLOWANCE	480.00
0002028	TELEPHONE SERVICES	17,000.00
0002035	HOUSEHOLD EXPENSE	24,633.00
0002050	INSURANCE-RISK MANAGEMENT	1,544.00
0002051	LIABILITY INSURANCE	254,842.00
0002057	MALPRACTICE INSURANCE	357,058.00
0002103	INTERPRETERS	6,462.00
0002120	MAINTENANCE EQUIPMENT	31,497.00
0002122	FUEL & LUBRICANTS	1,643.00
0002140	MAINTENANCE-BLDGS & IMPROVE	20,000.00
0002151	DRUGS & PHARMACEUTICAL SUPP	433,180.00
0002153	MEDICAL/DENTAL SUPPLIES	411,530.00
0002170	MEMBERSHIPS	14,260.00
0002171	PROFESSIONAL LICENSES & CERT	13,303.00
0002176	FEES AND PERMITS	10,965.00
0002180	BOOKS & SUBSCRIPTIONS	10,000.00
0002200	OFFICE EXPENSE	59,930.00
0002201	EQUIPMENT UNDER \$1,500	15,220.00
0002201		
	CONT ASSETS COMPUTER RELATED	130,700.00
0002202 0002202 0002203	CONT ASSETS COMPUTER RELATED COMPUTER COMPONENTS <\$1,500	130,700.00 8,500.00

CATEGORY	
Subobject	

object Description

### FY 2021/22 Budget

	EXPENDITURES	
0002205	POSTAGE	55.00
0002206	CONT ASSET-NON COMP RELATED	18,000.00
0002207	ERGONOMIC UNDER \$1500	25,206.00
0002215	MANAGED PRINT COST PER COPY	14,387.00
0002216	MAINTENANCE/SERVICE CONTRACTS	15,500.00
0002221	RECORDS STORAGE	4,558.00
0002226	MEDICAL/DENTAL SERVICE	233,350.00
0002245	CONTRACTED SERVICES	279,000.00
0002250	OTHER PROFESSIONAL SERVICES	219,682.00
0002255	CREDIT CARD PROCESSING FEES	2,450.00
0002260	DATA PROCESSING SERVICES	2,450.00
0002261	SOFTWARE MAINTENANCE & SUPPORT	480,177.00
0002263	H&SS DOIT TIME STUDY COSTS	600,081.00
0002264	HSS CDP COSTS	336,326.00
0002266	CENTRAL DATA PROCESSING SVCE	822,832.00
0002270	SOFTWARE	5,000.00
0002271	SOFTWARE RENTAL / SUBSCRIPTION	29,971.00
0002280	PUBLICATIONS AND LEGAL NOTICES	935.00
0002281	ADVERTISING/MARKETING	7,500.00
0002285	RENTS & LEASES - EQUIPMENT	28,600.00
0002295	RENTS & LEASES-BUILDINGS/IMPR	6,000.00
0002310	EDUCATION & TRAINING	20,725.00
0002312	SPECIAL DEPARTMENTAL EXPENSE	73,964.00
0002335	TRAVEL EXPENSE	7,789.00
0002336	TRAVEL OUT-OF-STATE	4,288.00
0002337	MEALS/REFRESHMENTS	3,000.00
0002338	EMPLOYEE RECOGNITION	1,000.00
0002345	MOVING/FREIGHT/TOWING	500.00
0002350	COUNTY GARAGE SERVICE	19,027.00
0002355	PERSONAL MILEAGE	24,700.00
0002360	UTILITIES	174,587.00
0002361	WATER	38,470.00
2000	SERVICES AND SUPPLIES	5,477,714.00
3000	OTHER CHARGES	
0003121	INDIGENT CARE	10,250.00
0003153	CONTRACTED DIRECT SERVICES	1,091,000.00
0003158	FOOD FOR INDIGENT CLIENS	150.00
0003160	TRANSPORTATION FOR CLIENTS	28,600.00
0003690	INTERFUND SERVICES USED-COUNTY	6,595.00
0003694	INTERFUND SVCES-PROFESSIONAL	625,383.00
0003695	INTERFUND SVCES-MNT MATERIALS	10,303.00
0003696	INTERFUND SVCES-SMALL PROJECTS	14,482.00
0003697	INTERFUND SVCES-POSTAGE	26,131.00
0003698	INTERFUND SVCES-MNT LABOR	7,401.00
0003701	CONTRIB - NON COUNTY AGENCIES	5,000.00
0003710	COUNTYWIDE ADMIN OVERHEAD	1,224,760.00
0003712	CAC BUILDING CHARGES	213.00
3000	OTHER CHARGES	3,050,268.00

CATEGORY Subobject FY 2021/22 Budget Description **EXPENDITURES** 4000 FIXED ASSETS 0004303 EQUIPMENT 20,000.00 4000 FIXED ASSETS 20,000.00 5000 OTHER FINANCING USES 0005040 TRANS OUT-POBs 216,437.00 5000 OTHER FINANCING USES 216,437.00 6000 **RESIDUAL EQUITY TRANSFERS** 7000 **INTRA FUND TRANSFERS** 0007010 INTRA-FUND TRANSFER 2,684,026.00 (198,077.00) 0007023 INTRAFUND SVCES-PERSONNEL 7000 INTRA FUND TRANSFERS 2,485,949.00

31,535,483.00

TOTAL EXPENDITURES

2,568,438.00 1,994,402.00
1,994,402.00
1,994,402.00
1,994,402.00
4 562 840 00
4,562,840.00
4,234.00
179,630.00
25,832.00
17,994,509.00
164,919.00
4,419,729.00
22,788,853.00
1,178,480.00
1,178,480.00
28,530,173.00
31,535,483.00
28,530,173.00
3,005,310.00
3,005,310.00
3,005,310.00

\*Recommended budget and supplemental adjustments approved by the BOS on 6/24/2021

# Budget FY2021-22 Contracted Services Family Health Services Solano County Health & Social Services Department

Contract			FY 2021/2022
Number	Contract	Description	<b>Budgeted Amount</b>
		Consultant uses an approved software to	
		prepare and submit the annual Medicare	
3815	BKD, LLP	Cost Report for all clinics.	15,000
		County is required to provide a match for	
	California Office of Statewide Health Planning	Student Loan Repayment Program (SLRP) of	
6485	and Development (OSHPD)	approved providers.	60,000
		Provide anesthesia/dental services to	
3611	Children's Choice Pediatric Dental Care	eligible referred Solano County Children.	75,000
3377	eSolutions	Electronic claims, payments and eligibility.	66,000
6190	Global Center for Success Inc	Rent for satellite clinic - Mare Island	3,600
TBD	Barton & Associates	Locum Tenen / Providers	200,000
TBD	Locum Tenens	Locum Tenens recruitment	25,000
TBD	Consultant	To support and increase capacity	87,528
TBD	Judge Technical Services	Recruitment contract	40,000
3920	Kaye Bassman	Provider Recruitment	49,000
992	John Dow	Contracted Dentist	74,861
3790	Mercury Pharmacy Corporation	Quarterly medication audit at the clinics	9,000
3610	Mercury Pharmacy Corporation	County pay medication - uninsured clients	43,250
		Parking space- rental cost for Medical and	· ·
6435	Solano County Resource Management MOU	Dental Vans	2,400
3884	The SIMI Group	FHS Data reporting to PH/State	198,000
		Contracted providers. Touro medical staff	
3450	Touro University California	provide medical services at the clinics	701,000
5.00		Electronic Health Record Software for clinic	. 51,000
3389	NextGen Healthcare Information System	operations.	458,449
	TOTAL		2,108,088